

HUMAN RESOURCES POLICY
Fauquier County, Virginia

Policy Title: Work Schedules and Attendance
Section No.: 9

Effective Date: 11/17/03
Supersedes Policy: 10/15/01

I. PURPOSE

It is the objective of the Board of Supervisors to provide convenient and consistent hours of operation for citizens to transact business with the County while allowing its employees reasonable flexibility in their work schedules.

II. SCOPE

This policy applies to all employees.

III. DEFINITIONS

Workweek

A workweek is defined as the regular workweek for full-time positions, which consists of a five-day, 30, 37.5, 40 or 42 hour per week schedule for every seven calendar day period.

IV. WORK SCHEDULES

A. Work Week And Work Hours

1. Full-time employees shall work a regularly scheduled workweek consisting of 30, 37.5, 40 or 42 hours, depending upon their specific job position.
2. The regularly scheduled County government work hours are 8:00 a.m. to 4:30 p.m. or 8:30 a.m. to 5:00 p.m., Monday through Friday, with a recommended one hour lunch break.
3. Department Heads/Constitutional Officers may establish specific work hours to meet the requirements of their departments. Any adjustment from the normal work week and/or work hours that affects service to the public must be approved by the County Administrator.

B. Attendance

1. Employees are required to adhere to their work schedules by reporting to work at the specified starting time, departing at the specified ending time, and taking lunch periods and breaks as authorized.
2. Should an illness or personal emergency prevent an employee from reporting for work or result in a late report time, the employee is expected to notify his/her supervisor prior to the employee starting time, or as soon as possible thereafter.